

## POST & BID POSITION ANNOUNCEMENT

### Bargaining Units 1, 4 and 11

1. Reference #: 09-8-113 2. Position Number: 909-204-3175-911 3. Date of Posting: 12/12/2017
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3410.00 – 5132.00
6. Pay Differentials That Apply To Position: Pay Differential #271 may apply
7. Working Hours Of Position: Regular 5/40 or 4/10
8. District/Division: 09 – Project Delivery Section: Branch E Geographic Location: Mojave / Kern  
*(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) Determination for relocation will be made by Hiring Supervisor.*

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

(link SPB Classification Specs) <http://www.calhr.ca.gov/state-hr-professionals/Pages/3175.aspx>

B. Technical & Professional Skills & Abilities:

Knowledge of:

- Constantly keep safety in mind of yourself and others around you.
- Knowledge of the construction practices and field testing request procedures,
- Knowledge of construction field office procedures,
- Ability to communicate effectively, oral and in writing, document work performed daily,
- Must be team work oriented, with ability to work independently and to perform construction administration duties.
- Must be able to interpret the Special Provisions, Standard Specifications, Contract Plans, Standard Plans, Codes, and Manuals.
- Department and work unit policies and procedures such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work

Ability to:

- Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work
- Perform accurate mathematical calculations
- Use CAD systems and software to prepare and revise drawings
- Effectively communicate both verbally and in writing at a level required for successful job performance
- Organize/arrange data to produce effective work products without repetitious direction
- Prepare technical reports and other project related documentation
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

Analytically to:

- Analyze situations accurately and take effective action
- Make sound decisions.

C. License and/or Certification Requirements:

Current California Driver's License

D. Physical Abilities to Perform Essential Functions:

The incumbent must be able to meet the following requirements:

Physical Requirements: (Please see duty statement for additional information)

The majority of the work performed while in Office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to lab work, night work, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, lab conditions, heat, cold, dust, gas, fumes, outdoor conditions, humidity and high decibels of noise. Workload may subject employee to frequent night work, changes of shift, frequent changes of work hours and work days, and geographic transfer.

E. Other Departmental Requirements:

Overtime may be required and vacation restricted during peak times and fiscal year-end closing.

F. Duty Statement/Description of Duties: (attached)

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10. Final Date and Time for Receiving Bid: 12/27/2017

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Jody Eddings  
Address: 500 South Main Street, Bishop, CA 93514  
Telephone Number: 760-872-0791  
FAX Number: 760-872-5208  
E-mail Address: jody.eddings@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: NA To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): 1 / 26 / 2018  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)